

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena MT 59604**

**VACANCY ANNOUNCEMENT**

June 27, 2007

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<b>TITLE:</b>	Disability Claims Adjudicator
<b>POSITION NO:</b>	11084
<b>LOCATION:</b>	Disability Services Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA-MFT
<b>PAY GRADE:</b>	Pay Plan 020, Band 6
<b>STARTING SALARY:</b>	\$33,729 - \$42,161 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, July 12, 2007**. For further information visit the DPHHS website: [www.dphhs.mt.gov](http://www.dphhs.mt.gov)

**SPECIAL INFORMATION:** If there are not a sufficient number of qualified applicants, a training assignment will be considered for applicants possessing the required education. If a training assignment is offered, the salary will be a Pay Band 5 (28,198 - \$31,599) for the duration of the training assignment, not to exceed two years.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** The Disability Claims Adjudicator (DCA) applies Social Security Administration disability guidelines to adjudicate accurate, fair and timely decisions for Montana citizens applying for disability benefits. The DCA conducts continuing disability reviews on claims of disability beneficiaries. These are claims that have been previously allowed and a medical re-examination date has matured. The DCA works in a team setting both learning from and offering feedback to team members to enhance the adjudicative process. The DCA uses automation, internal software and computers effectively to

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process all information related to a disability claim. The DCA manages internal claim assignments to meet production goals.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of medical terminology along with a basic understanding of pathophysiology and disease process; the rules and regulations of the Social Security Disability program; and vocational aspects of disability criteria.

Skills: Skill in claims processing; managing multiple priorities; meeting production goals; written and verbal communication; and using multiple computer applications.

Abilities: Ability to apply basic principles of disability adjudication under SSA law; exercise professional judgment in evaluations and decision making; communicate effectively verbally and in writing; interpret medical and psychological information in relations to vocational implications and make professional decisions based on this information; work independently as part of a work team; and establish and maintain effective working relationships with peers, applicants, advocates, attorneys, the medical community and other state and federal agencies.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in medical, vocational or legal field of study is preferred **AND** two years of recent (within the last three years) experience working as a claims adjudicator with a state or federal Disability Determination Services with satisfactory performance is preferred. Other combinations of experience may be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.7/99 or 5/01);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseen**

circumstances arise, transcripts may be brought to the interview; and

4. Supplement questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Disability Claims Adjudicator  
Position: #11084  
Location: Disability Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your experience with managing a paper or electronic claim process.
  2. Please describe your experience with meeting production and quality goals.
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